



### TALK LEADER INSTRUCTIONS

This is background information ONLY. Be sure to customize your talk to your operation and facilities.

- ✓ Print copies of this sheet for yourself and each of the participants.
- ✓ Lead a discussion with your workers about the materials on this sheet at a location that is appropriate to the topic. Be sure to give real life examples whenever possible.
- ✓ Be open to questions.
- ✓ Conclude with a brief review of the main points or a summary based on the discussion.
- ✓ Fill in your operation name, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- ✓ File your sheet in your worker training records to document the training experience.

### WORK ACTIVITY

Risk assessment is a process that identifies possible hazards to people, product and property—and what to do about it. There are four main areas where hazards exist:

- **People:** improper training, poor supervision, not paying attention, not working safely, etc.
  - The most frequent human-factor causes of farm-related injuries include the unsafe use of equipment or material-handling practices, followed by fatigue, trying to save time and miscommunication between workers, says the Census of Agriculture 2001.
- **Equipment:** poorly maintained, no guards, using the wrong equipment for the task.
- **Materials:** flammable or dangerous substances, handling hazards, special storage, etc.
- **Environment:** wet floor, poor lighting, loud noise, inclement weather, etc.

### BACKGROUND

For every task that you do a risk assessment on, think about how it is usually done and how a hazard may be caused by people, the equipment, materials and the environment.

### Key Points

**We have Standard Operating Practices for risk assessment on our farm.** If you don't remember them, review them—you can find them:

\_\_\_\_\_.

- Consider normal operations as well as other possibilities such as power outages, breakdowns, etc.
- What are the methods and procedures used in the processing, use, handling or storage?
- What is the actual or potential exposure of workers?

Review all available health and safety information about the hazard such as MSDSs, manufacturer literature, and other information from reputable industry organizations.

### RISK ASSESSMENT PROCESS

Identify hazards. Are they due to people, equipment, materials or environment or a combination?

Evaluate and rate as high, medium or low the likelihood of an injury, illness or incident occurring.

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## CAUTION

Familiarity with your workplace can sometimes make it difficult for you to identify and assess hazards. In short, Think S.A.F.E. – See, Assess, Fix, Evaluate.

## EMERGENCY PROCEDURES / CONTACTS

In case of incident or injury, call 911 or your local emergency services and me / your supervisor.

## MORE RESOURCES

*Hazard Identification and Control*, by WorkSafe Saskatchewan, available at <http://www.worksafesask.ca/UWCB-hazard-ID-control>.

*Risk Assessment*, by the Canadian Centre for Occupational Health and Safety, available at [http://www.ccohs.ca/oshanswers/hsprograms/risk\\_assessment.html](http://www.ccohs.ca/oshanswers/hsprograms/risk_assessment.html).

Identify the actions necessary to eliminate or control the risk.

- Eliminate the conditions, equipment, chemical or act that is causing the hazard.
- Substitute or replace the hazard with a less hazardous method, equipment, chemical or condition.
- Engineer ways to eliminate or contain the hazard (e.g. ventilation, adjustable surfaces, etc.).
- Administration can make rules and procedures on how things are to be done safely.
- Personal Protective Equipment (PPE) is the last choice because it does not reduce the hazard, rather it only reduces the possible exposure to the hazard if worn and used properly.

Monitor and evaluate to confirm the risk is controlled.

Keep any documentation or records that may be necessary. Documentation may include detailing the process used to assess the risk, outlining any evaluations or detailing how conclusions were made.

**Identify one or two different tasks** that you do that you regard as being hazardous:

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**Discuss the material in this Toolbox Talk** as it applies to the task(s) identified.

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## COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

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Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

## TOOLBOX TALK PARTICIPANTS

Print name \_\_\_\_\_

Signature \_\_\_\_\_



CanadaFarmSafe  
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This Producer Tool was developed by the Canadian Agricultural Safety Association (CASA). Conducting regular Toolbox Talks, or safety meetings, with farm workers is one component of establishing a comprehensive farm safety plan as outlined in the Canada FarmSafe Plan, CASA's business-risk management tool for health and safety on the farm. To download the core Canada FarmSafe Plan, visit [www.casa-acsa.ca/CanadaFarmSafePlan](http://www.casa-acsa.ca/CanadaFarmSafePlan), or contact CASA to learn more at 1-877-452-2272.

This Toolbox Talk was funded by exclusive corporate sponsor Pioneer Hi-Bred Limited. CASA is funded in part by *Growing Forward 2*, a federal, provincial and territorial initiative, with support from the agricultural and corporate sectors.